DEPARTMENT OF GENERAL SERVICES RECORDS, MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2491

Page

Agency

Division/Unit

Department of Agriculture

Administrative Services - Personnel, EEO & Training

Description Retention llein No. Supersedes Schedule 2094 Retain in Office until 01 MS 310 Form Files - contain on each Personnel current administrative Management Service position within the Department. value ceases and then Information on form includes name of incumbent, transfer to State position number, its location, statistical and Records Center for fiscal data on position including employee group three (3) years, then and collective bargaining designation, as well as destroy. personal information on the employee. 02 Active Personnel Files - contain applications Retain in Office until current value ceases, appointment letters, correspondence relating to new status changes to Inappointment, personnel payroll forms and information, Active Record, personnel position action requests, retirement forms, charges for removal, commendations, counseling (see item 3) sessions, disciplinary actions, efficiency ratings, grievance actions, health insurance benefit forms, probation information, promotion information, resumes, suspension actions, training information, letter of recommendations, retirement information, transfer and dismissal information. For first year after 03 In-Active Personnel Files - contain applications, separation retain in the appointment letters, correspondence relating to new office, then transfer to appointment, personnel payroll forms and information, personnel position action requests, retirement forms, State Retention Center for three (3) years, then charges for removal, commendations, counseling sessions, disciplinary actions, efficicency ratings, destrov. grievance actions, health insurance benefit forms, probation information, promotion information, resumes, suspension actions, training information, letter of recommendations, retirement information, transfer and dismissal information. Schedule Authorized by State Archivist Schedule Approved by Department,

Agency,

or Division Representative

Date Signalure__\

Typed Name

Momoh A. Conteh

Tille Director, Human Resource Office

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 2491

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Agency

Department of Agriculture

Division/Unit

Administrative Services - Personnel,

	Administrative Si	EEO & Training
tem Vo.	Description Supersedes Schedule 2094	Retention
04	Employee Medical and Substance Abuse, FMLA, Leave Bank and Donated Leave File	Retain in Office until administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
05	Testing Information and Files	Retain in Office until current administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
06	Recruitment and Selection Files	Retain in Office until current administrative value ceases and then transfer to State Records Center for three (3) years, then destroy.
07	Worker's Compensation and First Report of Injury	Retain in Office for three (3) years, transfer to State Records Center for three (3) years, then destroy.
08	EEO Files and Investigative Reports	Retain in Office for three (3) years after final determination, transfer to State Records Center for three (3) years, then destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2491

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of

3

Agency

Division/Unit

Department of Agriculture

Administrative Services - Personnel,

EEO & Training					
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EEC) & Training
Description	Retention
•	
Grievance, Settlement Conference and Court Files	Retain in Office for three (3) years after final determination, then destroy.
10 Agency Adverse Action Reports	Retain in Office for three (3) years, transfer to State Record Center for three (3) years, then destroy.
11 EEO Annual Reports	Retain in Office for three (3) years, transfer to State Record Center for three (3) years, then destroy.
12 Agency Training Reports	Retain in Office for three (3) years, transfer to State Record Center for (three (3) years, then destroy.
	Description Supersedes Schedule 2094 O9 Grievance, Settlement Conference and Court Files 10 Agency Adverse Action Reports 11 EEO Annual Reports

structions - Type or Print a separate form for easy or revised record series, forward with Recording Schodule (DGS 550-1)	rd RECORDS	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE _1_ OF _12
JopanhnenVAgency Agriculture	2. Division Admi	nistrative Services	3. Unit
EFINITION - RECORD SERIES - A group of	elated records normally filed ar	nd used as a unit for reference	as well as retention and disposition purposes.
Record Series Title			5. Earliest Year/Latest Year
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			Include the purpose or function of the series.
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Name and Title of Preparer	20. Telephone Number	,	21. Date
Francisca M. de Castr Office Secretary SS 550-4 (Rev. 1/93)	0 410-841		1/14/2009

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structions - Type or Print a separal		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
etention Schedule (DGS 550-1)			D. BOX 275 MARYLAND 20794	PAGE _2 OF 12	
Jeparlinent/Agency		2. Division		3. Unit	
Agricul	ture	Administra	ntive Services	Personnel	
EFINITION - RECORD SERIES -	A group of related reco	ords normally filed and	used as a unit for reference as	well as retention and disposition purpos	9 8.
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Name and Title of Preparer	2	0. Telephone Number		21. Date	
Francisca M. de Castro Office Secretary 410-841			1-5840	1/16/2009	

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structions - Type or Print a separate form for each aw or revised record series, forward with Record etontion Schodule (DGS 550-1)	RECORDS M 7275 V P	OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD 2.O. BOX 275 , MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE _3_ OF _12_
Joparlinent/Agency	2. Division	, 11 CAND 20/34	3. Unit
Agriculture	Administra	tive Services	Personnel
EFINITION - RECORD SERIES - A group of related rec	ords normally filed and	d used as a unit for reference as	well as retention and disposition purposes
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Francisca M. de Castro Office Secretary	Telephone Number 410-841-584		Date 1/16/2009
S 550-4 (Rev. 1/93) gure 1			

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Agriculture Administrative Services Personnel SPINITION - RECORD BERUES - A group of related records mormally filed and used as a unit for reference as well as retention and disposition purposes. Record Series Description (Briefly describe the types of Informationadoscumentations used in the ceries. Include the purpose of function of the series. Individual carployee folders that contain medical documentations used as physicians' disability certificates, benefit enrollment, leave bank and donated leave and documentations relative to Family and Medical Leave Act. Record Series Format(s) Individual carployee folders that contain medical documentation such as physicians' disability certificates, benefit enrollment, leave bank and donated leave and documentations relative to Family and Medical Leave Act. Record Series Format(s) Individual carployee folders that contain medical documentation such as physicians' disability certificates, benefit enrollment, leave bank and donated leave and documentations relative to Family and Medical Leave Act. Record Series Format(s) Individual carployee folders that contain medical documentation such as physicians' disability certificates, benefit enrollment, leave bank and donated leave and documentations relative to Family and Medical Leave Act. Record Series Format(s) Individual carployee folders that contain medical documentations and medical documentations and medical documentations and medical documentations and medical documentations. Record Series Format(s) Individual carployee folders that contain medical documentations and medical documentations. Individual carployee folders formation and medical documentations. Individual c	structions - Type or Print a separate form for each aw or revised record series, forward with Record etontion Schodule (DGS 550-1)	RECORDS M 7275 W P	OF GENERAL SERVICES ANAGEMENT DIVISION /ATERLOO ROAD .O. BOX 275 , MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 12
EPINTION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as relandion and disposition purposes. Record Series 186 Employee Medical and Substance Abuse, FMLA Leave Bank, and Donated Leave File Record Series Description (Brisity describe the types of information/documents/forms found in the series. Include the purpose of function of the series. Individual employee folders that contain medical documentation such as physicians' disability certificates, benefit enrollment, leave bank and donated leave and documentations relative to Family and Medical Leave Act. Record Series Permat(s) Great Series Format(s) Computer Tape Disability Computer Tape Number Chronological J Audio Tape Other (specily) Other (specily) Computer Tape(s) Disability Computer Tape(s) Computer Tape(s) Disability Computer Tape(s) Computer Tape(s) Computer Tape(s) Number Other (specily) Record Series Permat(s) Computer Tape(s) Disability Computer Tape(s) Number Other (specily) Record Series Duskesied Elsewhere? (If yes, specily agency or office) Number Number Record Series Duskesied Elsewhere? (If yes, specily agency or office) Number Record Series Duskesied Elsewhere? (If yes, specily agency or office) None State Federal Independent Three (3) years Name and Title of Preparer 20. Telephone Number 21. Date	JoparlinenVAgency			
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estructions - Type or Print a separate form for each each envised record series, forward with Record etontion Schodule (DGS 550-1)	RECORDS N 7275 V	OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD P.O. BOX 275	AGENCY RECORDS INVENTORY
Jobat line IV/Vidency		, MARYLAND 20794	PAGE <u>5</u> OF <u>12</u>
Agriculture	2. Division - Administra	tive Services	3. Unit Personnel
EFINITION - RECORD SERIES - A group of related reco	ords normally filed and	d used as a unit for reference s	se wall as rotantian and discoulting and
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Name and Title of Preparer 20. Francisca M. de Castro Office Secretary SS 550-4 (Rev. 1/93)	Telephone Number 410-841-	1	1. Date 1816 /2009

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istructions - Type or Print a separate form for each sw or revised record series, forward with Record etontion Schodule (DGS 550-1)	RECORDS N 7275 V	OF GENERAL SERVICES MANAGEMENT DIVISION MATERLOO ROAD	AGENCY RECORDS INVENTORY
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⊃eparlinent/Agency	2. Division		3. Unit
Agriculture	Administr	ative Services	· Personnel
EFINITION - RECORD SERIES - A group of related reco	rds normally filed an	d used as a unit for reference as	well as retention and disposition purposes.
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Name and Title of Preparer Francisca M. de Castro Office Secretary S 550-4 (Rev. 1/93)	Telephone Number 410-841	*	Date 1/16/2009

estructions - Type or Print a separate form for each aw or revised record series, forward with Record etention Schodule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE _7_ OF _12
Joparlinent/Agency		2. Division		3. Unit
Agri	iculture	^Administrat	tive Services	Personnel
EFINITION - RECORD SE	ERIES - A group of related reco	rds normally filed and	Used as a unit for reference as	well as retention and disposition purposes.
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	a M. de Castro	Telephone Number	410-841-5840	Date 1/16/2009
Office (S 550-4 (Hev. 1/93)	Secretary	<u> </u>		110/2009
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structions - Type or Print a separate form for each aw or revised record series, forward with Record elontion Schodule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
oparlinenVAgency		2. Division	, MARYLAND 20794	PAGE <u>8</u> OF 12
Agri	culture		rive Services	3. Unit Personnel
EFINITION - RECORD	SERIES - A group of related reco	ords normally filed and	i used as a unit for reference	as well as retention and disposition purposes.
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	ca M.de Castro ce Secretary	Telephone Number 410-841-58	340	27. Date

			
structions - Type or Print a separate form for each aw or revised record series, forward with Record etontion Schodule (DGS 550-1)	RECORDS M 7275 V	OF GENERAL SERVICES MANAGEMENT DIVISION VATERLOO ROAD	AGENCY RECORDS INVENTORY
<u>.</u>	JESSUP	P.O. BOX 275 P. MARÝLAND 20794	PAGE 9 OF 12
Joparlinent/Agency	2. Division		3. Unit
Agriculture	Administra	ative Services	Personnel
EFINITION - RECORD SERIES - A group of related re	cords normally filed and	d used as a unit for reference	e as well as retention and disposition purposes
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Name and Title of Preparer 20). Telephone Number		21. Date
Francisca M. de Castro	410-8	841-5840	1/11/2009
Office Secretary S 550-4 (Rev. 1/93)	<u>.</u>		

	DEPARTMENT	OF GENERAL SERVICES	1				
structions - Type or Print a separate form for each iw or revised record series, forward with Record stontion Schodule (DGS 550-1)	RECORDS N 7275 V	MANAGEMENT DIVISION VATERLOO ROAD	AGENCY RECORDS INVENTORY				
		P.O. BOX 275 , MARYLAND 20794	PAGE 10 OF 12				
⊃opartinent/Agency	2. Division		3. Unit				
Agriculture	Administra	ntive Services	Personnel				
EFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.							
Hecord Series Tille	dverse Action	•	5. Earliest Year/Latest Year				
Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.							
The records include personnel actions processed through the Department of Budget and Fiscal Planning and the Department of Personnel. Actions processed include changes to positions within the Department.							
Record Series Format(s)	8. Record Series S	Sequence	9. Volume				
Cy Letter Size	CP Alphabetica	` al [']	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)				
☐ Legal Size ☐ Computer Tape	☐ Numerical						
☐ Bound Book ☐ Floppy Disk	D Chronologi	ral					
J Audio Tape □ Video Tape	☐ Geographic	•	10. Annual Accumulation -				
Olher (specify)	Other (spe		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)				
t. File is Used Daily	☐ Monthly	12. File Becomes Inactive A □ Number	fter Month(s) □ Year(s)				
3. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No					
5. Access Restrictions D Yes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements ☑ None ☐ State	P □ Federal □ Independent				
 Is an Index System Used? (If yes, explain briefly any hadware/software) 	and describe	18. Recommended Retention	n				
☐ Yes ☐ No		Three (3) years					
· .		-					
Name and Title of Preparer 2	D. Telephone Number	27	. Date				
Francisca M. de Castro Office Secretary	410-841-5840		1/14/2009				
S 550-4 (Rev. 1/93)			•				

structions - Type or Print a separate form for each sw or revised record series, forward with Record etontion Schodule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY		
		F	WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	PAGE <u>11</u> OF <u>12</u>		
JeparlinenVAgency		2. Division		3. Unit		
Agricul	ture	Administr	ative Services	Personnel		
EFINITION - RECORD	SERIES - A group of related re-	cords normally filed an	d used as a unit for reference as	wall as retention and disposition numbers		
EFINITION - RECORD SERIES - A group of related records normally filed and used as a un Record Series Tille EEO Annual Report				Earliest Year/Latest Year lo to to		
Record Series Descrip	Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.					
This is a report that contains agency's assignment of responsibility, accomplishments, employees interviewed and hired, contractual work force, internal and external discrimination complaints, americans with disabilities act reasonable accommodation requests, training activity, full-time and part-time employees utilization and summary of separations and terminations.						
. Record Series Format	(s)	8. Record Series S	Sequence	9. Volume		
Eleller Size	☐ Microfilm	☐ Alphabetica	·	☐ File Drawer(s)☐ Microfilm Reel(s)		
☐ Legal Size	☐ Computer Tape	☑ Numerical		— ☐ Computer Tape(s) Number ☐ Other (specify)		
D Bound Book	☐ Floppy Disk	☐ Chronologicał		2 3 (-5)		
Audio Tape	□ Video Tape	☐ Geographic	cal	10. Annual Accumulation -		
Other (specify)	-	Other (specify)		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)		
1. File is Used Daily	□ Weekly	☐ Monthly	12. File Becomes Inactive Afte D & Number	er Month(s) 🗀 Year(s)		
3. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicate (If yes, specify agency or DY Yes D N	office) No			
15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements None State	□ Federal □ Independent			
7. Is an Index System Used? (If yes, explain briefly and describe any hadware/software		18. Recommended Retention Three (3)	years			
	M. de Castro Secretary	. Telephone Number 410-84	41-5840	Date 1/16/2009		
S 550-4 (Rev. 1/93)		<u> </u>				

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Structions - Type or Print a separate form for each each swised record series, forward with Record etention Schodule (DGS 550-1)	RECORDS N 7275 V	OF GENERAL SERVICES IANAGEMENT DIVISION VATERLOO ROAD	AGENCY RECORDS INVENTORY	
t.		P.O. BOX 275 , MARÝLAND 20794	PAGE 12 OF 12	
-opartment/Agency	2. Division		3. Unit	
Agriculture	Administra	tive Services	Personnel	
EFINITION - RECORD SERIES - A group of related	records normally filed and	d used as a unit for reference	e as well as retention and disposition purposes.	
Record Series Tille Agency Train			5. Earliest Year/Latest Year to	
Record Series Description (Briefly describe the type	es of informationn/docume	nts/forms found in the serie	s. Include the purpose or function of the series.	
If generated, a report out-of-service training	would include a activities.	summary of all i	n-house and	
		-		
. Record Series Format(s)	8. Record Series S	edneuce	9. Volume	
☐ Letter Size ☐ Microfilm	G Alphabelica		☐ File Drawer(s) ☐ Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical	·	— □ Computer Tape(s) Number □ Other (specify)	
☐ Bound Book ☐ Floppy Disk	☐ Chronologic	cal		
J Audio Tape ☐ Video Tape	☐ Geographic	al	10. Annual Accumulation -	
Other (specify)	Other (spec	city) 	☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)	
I File is Used ☐ Daily ☐ Weekly	☐ Monthly	12. File Becomes Inactiv	re After ☐ Month(s) ☐ Year(s)	
3. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No		
15. Access Restrictions 15. Yes (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
 Is an Index System Used? (If yes, explain briefl any hadware/software 	y and describe	18. Re∞mmended Rete	ontion	
☐ Yes ☑ No	-	Three (3) years		
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Name and Title of Preparer	20. Telephone Number	· · · · · · · · · · · · · · · · · · ·	21. Date	
Francisca M. de Castro Office Secretary	410-8	341-5840	1/16/2009	
S 550-4 (Rev. 1/93)				